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 CHAIRMAN, JOINT COMMITTEE ON PRINTING  
 CASE OF U.S. SENATE P.O.  
 WASHINGTON, D.C. 20540

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Executive Registry

TO ALL DEPARTMENTS:

The provisions of paragraph 20, "Color Printing", of Government Printing and Binding Regulations clearly requires that the use of two or more colors fulfill "a specific functional need".

That is a basic policy, applicable to Federal Government printing wherever it is accomplished, and heads of departments are requested to take all necessary steps to effect compliance.

Whenever that class of printing is done via the Government Printing Office, the regulation also provides that an estimate of the additional cost of printing in more than one color shall be furnished by the Public Printer for written approval by a responsible administrative official of the ordering department in any instance when the Government Printing Office questions the need for printing in two or more colors.

The only basis on which the Government Printing Office logically may question such work, clearly identifying its reasons therefor in each instance, is when it considers that the "specific functional need" requirement has not been fulfilled.

The ordering department also has the responsibility to cite valid justification, consonant with the intent and purpose of the regulation, to support its order to print despite the questions and cost information supplied by the Public Printer.

In order that the Joint Committee on Printing may review the respective positions of the Government Printing Office and any ordering department, relative to the subject regulation, the Public Printer has been requested to supply the Joint Committee with a copy of his correspondence, together with the department's reply thereto, in all such cases.

In the event the printing has been done prior to the completion of our review of the applicable correspondence, a sample of the finished work shall be sent to the Committee for its assessment of need.

Enclosed is an informative pamphlet, concisely advising which services are available from the Division of Typography and Design, Government Printing Office. Our regulation requests that comprehensives or visuals showing proposed color use be submitted to that Division, whenever possible, for consideration prior to development of finished art. It is our view that considerable time and money will be saved by that procedure.

Yours very sincerely,

*Carl Hayden*  
 Chairman